

## **What is Needed from the Applicant Prior to the PDA**

To expedite the damage survey process, to the extent possible the local community official should take the following steps and be aware of the following procedures prior to the arrival of State/Federal damage assessment team:

- Provide the exact legal (tax I. D.) name of the applicant
- Identify all damage sites before the damage assessment team arrive
- Segregate each damage site into its appropriate category of work (see below).
- Mark the location of each damage site on a suitable map and develop a route of travel to each site.
- Ensure the person chosen (include name and title) to accompany the damage assessment team is knowledgeable of any repairs completed and proposed for each site.
- Have damage photographs, site sketches, engineering plans, or drawings of each damage site available for the damage assessment team.
- Compile a detailed breakdown of labor (including fringe benefits), equipment, and material costs for each location where work has been completed or is in progress. The format chosen should document the type and location of work performed on a daily basis starting at the onset of the disaster, through the PDA, and up to declaration of the disaster and development of project worksheets. The applicant will eventually need to supply:
  - Records of overtime compensation to employees
  - Receipts and purchase orders
  - Contracts let for emergency repairs
  - Equipment logs (including work site logs)
  - Receipts for rented or leased equipment

- Issue slips for supplies used
- Inventory logs for materials used out of community stores or stockpiles
- Provide force account equipment use in a manner compatible with the FEMA Schedule of Equipment Rates. Keep damaged equipment and parts for inspection by the survey team.
- List equipment, materials, or inventory lost as a result of the disaster. Provide copies of estimates, bids, purchase orders, invoices, inventory records, or other evidence to verify loss values or replacement cost.
- Be prepared to describe to the damage assessment team which sites will be repaired by contract or by force account. If a contractor's estimate has been received, have it available for the damage assessment team.
- If damaged facilities are to be restored in accordance with adopted codes or standards different from the original construction, provide damage assessment team with copies of the appropriate standards.
- Provide damage assessment team with policy information on insurance coverage and any proceeds received or anticipated.
- Notify the State as soon as possible, but no later than 60 days from the date of the initial inspection, of any additional damage that has been identified.
- Copies of the city operating and capital budget should be provided to the damage assessment team.

### **Categories of Work**

- A- Debris Removal
- B- Emergency Protective Measures
- C- Roads and Bridges
- D- Water Control Facilities
- E- Public Buildings and Equipment
- F- Public Utilities
- G- Parks, Recreation facilities, Other